



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting resumes for the position of

## **DEPUTY TAX ASSESSOR**

**Salary Range:** \$90,952 - \$99,652, this position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

**To Apply:** Please mail, deliver or email a resume, a cover letter, three professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, May 3, 2013**

### **GENERAL STATEMENT OF DUTIES:**

Supervises administrative and professional appraisal work of more than ordinary difficulty and responsible in connection with the appraisal and assessment of real and personal property for taxation purposes. Interacts with the Information Technology Systems Department in regards to the appraisal software, programs, reports, etc.

### **SUPERVISION RECEIVED:**

Acts under the supervision of the Tax Assessor

### **SUPERVISION EXERCISED:**

Supervises field assistants, clerical staff and administrative personnel.

### **ILLUSTRATIVE DUTIES:**

1. Serves as the principal assistant to the Tax Assessor with responsibility for planning and administering a program of continual appraisal and assessment of taxable personal property.
2. Direct responsibility for the performance of necessary clerical and administrative work carried out in the office of the Tax Assessor.
3. Responsible for maintaining appraisal and assessment records and the preparation of the tax rolls.
4. Assumes the duties of Assessor in principal's absence.
5. Responsible for oversight and assignments of the real estate appraisal staff in meeting all duties in a timely and accurate manner in performing and maintaining quadrennial revelations.
6. Maintains an accurate database of all real estate characteristics throughout the City.
7. Conducts sales verification process for continual analysis purposes, adjusting cost tables, establishing depreciation tables, delineating location districts, analysis of effects of zoning changes to market values.
8. Establish market income ranges of income producing property types through analysis of individual property information obtained by the department.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. College degree in Business or Public Administration or Engineering.
2. Knowledge of the principles and practices of real and personal property valuation.
3. Knowledge of the laws, rules and regulations governing real and personal property assessment.
4. Basic and advanced specialized courses of study in property appraisal and assessment.
5. Ability of understanding and evaluate the detail performance of any type of mass appraisal software.

**EXPERIENCE AND TRAINING:**

1. A minimum of five years of professional experience in the appraisal and assessment of property.
2. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.
3. Candidate must hold a Connecticut Certified Municipal Assessor Designation.

This job description is not nor is it intended to be a complete statement of all duties, functions, responsibilities and qualifications, which comprise this position.

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103

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